LSTA Indiana Memory CONTENTdm Awards
2007-2008
Overview and Guidelines

The Indiana State Library will offer CONTENTdm Acquisition Station software to Indiana libraries and their partnering cultural heritage organizations to assist them in adding their unique historical materials to Indiana Memory. Applicants must agree to follow national standard for image creation and metadata tagging as approved by the Indiana Digital Initiatives Governance Board for image creation and for metadata tagging.

1.   Who may apply?

The following types of libraries are eligible to apply for this program:

- Public libraries
- Academic libraries
- School media centers
- Special libraries

Libraries are strongly encouraged to collaborate with local cultural heritage institutions. Cultural heritage institutions include, but are not limited to, Indiana archives, historical societies, museums, and art galleries. Collaborative efforts will be given a preference when awarding the software.

2.   What is the basis for selecting projects for inclusion?

Applications will be reviewed for clarity and quality of plan, and quality and quantity of content to be provided by the proposed project. The subject matter of proposed projects must conform to the State Library's Collection Development Policy and conform to the identified standards for digital object creation and metadata creation.

Applicants are required to include a sustainability plan which details plans for ensuring that the project is available in the future. This plan should include information about the availability of funding, continuation of links with other project partners, migration of the data, and integration into existing institutional programs and operations.

3.   What is the application and review process?

The application is posted on the Indiana State Library web site:

http://www.statelib.lib.in.us/www/isl/diglibin/

All applications must be received by **4:00 p.m. ET on July 27, 2007.**

Applications may NOT be faxed.

Two signed original paper copies of the applications should be sent to:

CONTENTdm Application
Library Development Office
Indiana State Library
140 North Senate Avenue
Indianapolis, IN 46204

Only complete grant applications from eligible institutions will be reviewed. Eligible applications will be reviewed by Library Development Office staff and Indiana Digital Initiatives Governance Board according to the grant program criteria.

4. **What reports must grantees make?**

Grantees will be required to make quarterly progress reports that will include the number of items uploaded and the types of materials uploaded to the Indiana Memory server.

5. **LSTA digitization grant program timeline:**

June 15, 2007	Application form made available along with guidelines
July 27, 2007	Applications due
August 24, 2007	Applicants notified of awards.

The CONTENTdm Acquisition Station software license will be awarded for one year with the option to renew the license, if needed. The Indiana State Library will monitor all additions to Indiana Memory for completeness and appropriateness. Permissions may be revoked if the materials are not in compliance with standards or collection policies.

Questions should be directed to staff in the Library Development Office of the Indiana State Library:
Jacob Speer at (317) 232-3715 or jspeer@statelib.lib.in.us
Connie Rendfeld at (317) 232-3694 or crendfeld@statelib.lib.in.us